

Residential Express Permit Checklist



Planning & Development
Building & Permit Services
99 West 10th Ave.
Eugene, OR 97401
www.eugene-or.gov

(541) 682-5593 FAX

(541) 682-5119 TTY

(541) 682-5086 Information

<input type="checkbox"/> Interior Remodel	<input type="checkbox"/> Deck	<input type="checkbox"/> Garage Conversion	<input type="checkbox"/> Solar	<input type="checkbox"/> Addition (less than 500 sf.)	<input type="checkbox"/> Accessory Structure (less than 500 sf.)
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Intake Staff: _____ Date: _____ Permit #: _____

BASIC REQUIREMENTS

N/A NEED OK

☐ ☐ ☐ 2 complete sets of plans photocopy or blueprint (no pencil, ink, highlighting, or white out)

☐ ☐ ☐ The property does not have a conservation area to be protected or trees identified to be preserved as identified in the approved land use application.

☐ ☐ ☐ The proposed work is not within 50 feet of a Wetland, Wetland Stream, or the Special Flood Hazard Area, as determined by FEMA (Garage Conversions, Additions, & Accessory Structures).

☐ ☐ ☐ There is not an increase in square footage such that the building's overall square footage exceeds 3600 square feet?

☐ ☐ ☐ W.Q. Zone and less than 500 sq. ft.

☐ ☐ ☐ No enforcement action.

LAND USE/ZONING

N/A NEED OK

☐ ☐ ☐ Zoning: _____ Land Use application: File # _____

☐ ☐ ☐ Subdivision Database ☐ (page LUA if required) Willamette Greenway: Yes ☐ No ☐

☐ ☐ ☐ Flag Lot: Yes ☐ No ☐

☐ ☐ ☐ Trees: Lot > 20,000 sq. ft.: Yes ☐ No ☐ ☐ Private trees, # removed/impacted: _____

☐ ☐ ☐ A tree removal permit is required: Yes ☐ No ☐ If over 5 trees, applicant may need a tree preservation plan: Yes ☐ No ☐

☐ ☐ ☐ Public trees removed/impacted: Yes ☐ No ☐ If yes, applicant notified to contact Urban Forester: Yes ☐

☐ ☐ ☐ Outdoor lighting fixtures (EC 9.6725): Yes ☐ No ☐ Signature: On plans ☐ Attached ☐ To come ☐

☐ ☐ ☐ Home occupation (office/studio/exam rooms?): Yes ☐ No ☐ (Call LUA if yes)

☐ ☐ ☐ EWEB (Check for overhead lines) OK means no impact.

☐ ☐ ☐ Solar setbacks: Documentation ☐ Exempt: <75' N/S PL ☐ <4000 sf. lot ☐ Slope ☐ N PL at St. ☐

SITE PLAN REQUIREMENTS

N/A NEED OK

☐ ☐ ☐ Site plan printed on a minimum size 11" x 17" paper with a minimum of 2" clear space

☐ ☐ ☐ Property lines with dimensions ☐ North Arrow ☐ Scale ☐

☐ ☐ ☐ Adjacent streets & alleys ☐ Street, curb & gutter: Existing ☐ Proposed ☐ None Altered ☐

☐ ☐ ☐ Site elevations at lot corners ☐ Flat per applicant ☐ Site contours at 2' increments if >4' change across property ☐

☐ ☐ ☐ Structures with setbacks: Existing ☐ Proposed ☐ (label each type; if non-conforming page LUA)

☐ ☐ ☐ Garage conversion SFHA Yes ☐ No ☐ (If yes, page PWE)

☐ ☐ ☐ Driveway approach: Existing ☐ Proposed ☐ None ☐ Altered ☐ (page PWE) Width in FYS > 27' Yes ☐ No ☐

☐ ☐ ☐ Stormwater destination: Weep-hole ☐ Public storm pipe ☐ Drainage ditch ☐ On-site retention ☐

STRUCTURAL, ELECTRICAL, MECHANICAL, & PLUMBING

N/A NEED OK

☐ ☐ ☐ Elevation views w/grade elevations if they vary more than 4'

☐ ☐ ☐ Floor plans: dimensions ☐ room identification ☐ doors, windows, etc. ☐

☐ ☐ ☐ Framing: Floor ☐ mfg truss ☐ Roof ☐ mfg truss ☐ Door sizes ☐ Window sizes ☐ Header sizes ☐

☐ ☐ ☐ Foundation plan ☐ Cross section footing and foundation dimensions, anchor bolts, hold-downs, etc ☐

☐ ☐ ☐ Cross sections w/details: framing member sizes ☐ floor ☐ sub floor ☐ wall & roof ☐ foundation ☐ insulation ☐

☐ ☐ ☐ Wall bracing: prescriptive path ☐ lateral analysis calculations ☐ interior wall bracing ☐

☐ ☐ ☐ Beam calculations for beam & joists exceeding prescriptive code requirements or non-uniform load (laminated beams)

☐ ☐ ☐ Energy: additional measures _____ (1-9) info on plans ☐

☐ ☐ ☐ Plumbing: # of new or moved fixtures _____ (remodels and additions)

☐ ☐ ☐ Gas piping: Yes ☐ No ☐

☐ ☐ ☐ Vents / Fans: Water heater (gas) ☐ Range hood ☐ Dryer ☐
Bathroom fans _____ Utility room fans _____

☐ ☐ ☐ New fuel burning appliances: Gas furnace ☐ Gas fireplace ☐ Pellet stove ☐ Woodstove ☐
Gas insert ☐ Pellet / Woodstove insert ☐

☐ ☐ ☐ Other equipment – electrical: Electric furnace ☐ Heat pump ☐ Air Conditioner ☐

☐ ☐ ☐ Other heat system: Wall heaters ☐ Baseboard ☐ Radiant floor electric ☐ Radiant floor hydronic ☐ Other: _____

☐ ☐ ☐ Alteration to existing system: Yes ☐ No ☐

☐ ☐ ☐ Electric: Panel or feeder new or relocated _____ Branch circuits new or altered _____

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Land Use

- ☐ Setbacks
- ☐ Parking – Regular Lot or Flag Lot
- ☐ Neighboring Structures within 10' of Proposed Project – Deck
- ☐ Other:
- ☐ Enter time into APTWin

Public Works Engineering

- ☐ P.U.E.
- ☐ Aerials
- ☐ Stormwater
- ☐ Wastewater
- ☐ Other
- ☐ Enter time into APTWin

Building (B)

- ☐ Foundation & Footing
- ☐ Framing – Floor & Roof
- ☐ Floor Plan
- ☐ Wall Bracing – Interior Remodel & Garage Conversion
- ☐ Lateral Bracing – Deck
- ☐ Elevation(s)
- ☐ Electrical
 - ☐ New/Relocated Panel
 - ☐ # of Circuits
- ☐ Plumbing
 - ☐ # of Fixtures
 - ☐ Sanitary
 - ☐ Storm
 - ☐ Water Service
- ☐ Mechanical
 - ☐ Vents – dryer, exhaust, w/h, hood
 - ☐ Fuel-Burning – wood stove, f/p, pellet, gas furnace, gas boiler
 - ☐ Other – a/c heat pump, etc.
 - ☐ Gas Piping
 - ☐ Alteration to (E)
- ☐ Enter time into APTWin